

## APPLICATION FOR RECORDS DISPOSITION STANDARD

1595-02  
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INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administrative Office Address  Department of Staff Services Division of Personnel 100 Peachtree Street, N.W. Suite 1100 Atlanta, Georgia 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed APR - 1 1975      75-92      APR - 4 1975			
4. Person to Contact  Mr. Ronald T. Jones		5. Working Title  Manager of Employment		6. Telephone No.  586-5230		
7. ACTION REQUESTED  <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series  1972 - Present		9. Exact Series Title  Employment Applications File				
10. What is the function of the office in which this record series is created? The Division of Personnel is responsible for the establishment and administering of personnel procedures for the Authority.  The Division develops and maintains adequate recruitment sources to meet the manpower needs of the Authority. It maintains personnel records, with the exception of the Division of Transportation and Maintenance. Specifically, it develops, implements, and monitors the Authority's compensation and benefit programs, employee performance evaluation plan, and a continuing employee relations program for personnel at all levels within the Authority. Also, this division monitors and enforces the Authority's Affirmative Action Program.						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):  Documents relating to: Applications for Employment.  Included are: Application forms, routing sheets, resumes, and correspondence.  File is arranged: Alphabetically by job code, thereunder, alphabetically by name of applicant, by year.						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied  Letter-size File Drawers		No. of Drawers  16	Cu. Ft. of Records  24	Annual Rate of Accumulation  4.1		
Legal-size File Drawers		25	1700	Floor Space Occupied (Square Feet)  28		
				AVERAGE DAILY REFERENCES  2      0      0      0		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
- EEO Discrimination Legislation**
23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- \*(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ Other

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year ☒:
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s):
- ☒ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

EEO Legislation requires that charges for discrimination of employment be brought within 3 years of denial. All applications in the same class as the denied applicant must be retained in order to prove or disprove discrimination charges.

26. APPROVALS

Approved Department Records Management Officer. Date	Approved Legal Counsel Date
<i>Jerry J. Winfrey</i> 3/24/75	<i>Wayne P. Corder</i> 3-28-75
Approved Division Head / Designee Date	Approved Division of Audit Date
<i>J. J. Kelly</i> 3/24/75	<i>W. V. Corder</i> 3-31-75
Approved Department Head / Designee Date	Approved MARTA Management Advisory Committee Date
<i>W. V. Corder</i> 3/25/75	
Approved Records Management Analyst Date	Approved Department of Archives and History Date
<i>Douglas M. Haire</i> 3-28-75	<i>Carroll Hart</i> 4-4-75